



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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"To Enrich Lives Through Effective And Caring Service"

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April 28, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

29 April 28, 2015


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

**OFFICE OF THE ASSESSOR
HALL OF ADMINISTRATION GENERAL IMPROVEMENTS PROJECT
CAPITAL PROJECT NO. 87271
(ALL DISTRICTS)
(3 VOTES)**

SUBJECT

Approval of the recommended actions will find the proposed Hall of Administration General Improvements Project exempt from the California Environmental Quality Act and approve the proposed Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the recommended actions, including the proposed installation of an electronic key card system at specified Office of Assessor locations, and refurbishments in various offices in the Kenneth Hahn Hall of Administration are exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the proposed Project.
2. Approve the proposed Hall of Administration General Improvements Project, Capital Project No. 87271, and approve the total Project budget of \$2,146,000 funded by net County cost.
3. Authorize the Assessor and the Director of Internal Services Department, as the County's Purchasing Agent, or their designees, to carry out the capital project using a previously Board-approved Job Order Contract and Internal Services Department Crafts Services staff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will authorize the Internal Services Department (ISD) to deliver the proposed Hall of Administration General Improvements Project (Project) using ISD Crafts Services staff and a Board-approved Job Order Contract (JOC).

The Office of the Assessor (Assessor) identified a need to complete security upgrades at its offices located in the Kenneth Hahn Hall of Administration (KHHA), Lancaster, Sylmar, Signal Hill, South El Monte, and Culver City. The current security system is outdated and easily breached. The proposed upgrades will provide much needed protection and safety of County employees, office equipment, and taxpayers' information. The proposed improvements will be implemented by ISD Craft Services staff.

Additionally, the proposed Project will upgrade the Assessor's Training Room in KHHA (Room B-85). The upgrades will make the training room Americans with Disability Act (ADA) code compliant; provide appropriate electrical and data system to support approximately 40 training work stations; purchase of the furniture, which will allow the flexibility of turning the training classrooms into computer laboratories; replace the ceiling tiles; upgrade the lighting in accordance with Title 24 code requirements; restructure and remodel instructors' offices and support space; and abatement of hazardous materials. The proposed upgrades to Room B-85 and associated trainers' offices will be implemented through a JOC.

The proposed Project is scheduled to be completed by March 2016.

Implementation of Strategic Plan Goals

The proposed Project supports County Strategic Plan Goals of Operational Effectiveness/Fiscal Sustainability (Goal 1), by providing employees with safe and efficient working space.

FISCAL IMPACT/FINANCING

The total estimated proposed Project cost is \$2,146,000, including design, plan check, construction, furniture and equipment, civic art, telecommunications, and County services. The proposed Project schedule and Budget Summary are detailed in Attachment A.

The proposed Project is fully funded with net County cost, which resulted from prior year departmental cost savings. Sufficient appropriation is available in the Fiscal Year (FY) 2014-15 Capital Projects/ Refurbishment Assessor Hall of Administration General Improvements Project (Capital Project No. 87271) to fund the proposed Project.

Operating Budget Impact

There is no impact to the Department's FY 2014-15 operating budget as all funds associated with this project are appropriated in Capital Projects No. 87271.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Pursuant to the Board's Civic Art Policy adopted December 7, 2004, and revised on December 15, 2009, the proposed Project budget includes 1 percent of the design and construction costs to be allocated to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed actions are categorically exempt from the California Environmental Quality Act (CEQA). The activities consist of installation of a keycard security system at existing facilities and refurbishments in various office spaces. Therefore, these activities are within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets the criteria of Section 15301 of the State CEQA Guidelines as the Project consists of a minor alteration to an existing public facility based on the project records and does not involve expansion of an existing use. These actions are also exempt under Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, there are no cumulative impacts, unusual circumstance, or other limiting factors that would make the exemption inapplicable based on the Project records.

Upon the Board's approval of the recommended actions, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the CEQA Guidelines.

CONTRACTING PROCESS

Plans and specifications of the proposed refurbishments will be provided by an ISD as-needed architectural and engineering firm. Construction of the security upgrades will be implemented using ISD Crafts Services staff and the refurbishments to various Assessor's office space by Board-approved JOC administered by ISD.

The contract awarded to JOC contractor contains terms and conditions supporting the Board's ordinances, policies, and programs, including but not limited to: County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs, Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board-directed clauses that provide for contract termination and renegotiation.

The required furniture will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's Purchasing Policies and Procedures established by ISD.

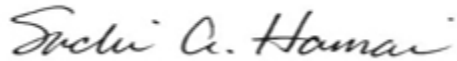
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of recommended actions will have no impact on current County services or projects. The Key card system in KHHOA will be upgraded during normal and/or non-business hours with no interruption of public services. The refurbishment to the training area will be implemented during the four months break between the training sessions.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Programs Division; the Office of the Assessor; and Internal Services Department.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI
Interim Chief Executive Officer

SAH:TT:BMB
MS:AC:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Arts Commission
Assessor
Internal Services

ATTACHMENT A

**OFFICE OF THE ASSESSOR
HALL OF ADMINISTRATION GENERAL IMPROVEMENTS PROJECT
CAPITAL PROJECT NO. 87271**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Key Card	
Hall of Administration	12/30/2015
Sylmar Office	06/30/2015
South El Monte Office	06/30/2015
Signal Hill Office	10/30/2015
Culver City Office	08/30/2015
Lancaster Office	10/30/2015
Training Room B-85	02/28/2016

II. PROJECT BUDGET SUMMARY

Budget Category		Project Budget	
Land Acquisition		B-85 and Key Card	
Construction			
	Job Order Contract (B-85)	\$	650,000
	Low Bid Construction Contract		
	Change Orders/Unforeseen @15%	\$	85,000
	Unforeseen Conditions		
	Departmental Crafts (B-85)	\$	50,000
	Departmental Crafts (Key Card)	\$	687,000
	Civic Arts		
	ITS Telecom.	\$	60,000
	ISD Labor		
	Contingency	\$	30,000
	Gordian Group	\$	13,100
	Civic Arts	\$	15,800
	Subtotal	\$	1,590,900
Programming/Development			
Plans and Specifications		\$	130,000
	Plans and Specifications		
	A/E Supplemental Agreements		
	A/E Reimbursable Costs		
	Subtotal	\$	130,000
Consultant Services			
	Deputy Inspection		
	Site Planning		
	Hazardous Materials		
	Testing/Hygienist	\$	20,000
	Geotech/Soils Test		
	Material Testing		
	Cost Estimating		
	Topographic Surveys		
	Construction Management		
	Construction Administration		
	Environmental - NOE fee	\$	100
	Move Management		
	Equipment Planning		
	Legal		
	Contract/Change Order		
	Other - Air Balance		
	Subtotal	\$	20,100

Miscellaneous Expenditures	
ISD Countywide Contract Compliance	\$ 7,000
Furniture, Fixtures, and Equipment	\$ 66,000
Printing	
Subtotal	\$ 73,000
Jurisdictional Approvals	
Regional Planning	
Fire Department	
Health Department	
Building and Safety Plan Check	\$ 55,000
Subtotal	\$ 55,000
County Services @ 30% including ISD CCC	
Code Compliance and Quality Control	
Inspections	
Design Review	
Design Services	
Contract Administration	
Project Management (ISD Indirect)	
Project Management Support	
Services	
ISD Job Order Contract Management	\$ 277,000
ISD ITS Communications	
Project Security	
Project Technical Support	
County Counsel	
Other	
Consultant Contract Recovery	
Subtotal	\$ 277,000
Total	\$ 2,146,000